



## STATE COMPENSATION INSURANCE FUND CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	STATE COMPENSATION INSURANCE FUND	<b>RELEASE DATE:</b>	Friday, October 15, 2010
<b>POSITION TITLE:</b>	Executive Vice President of Claims Field Operations	<b>FINAL FILING DATE:</b>	Thursday, October 28, 2010
<b>CEA LEVEL:</b>	CEA 5	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,544.00 - \$10,520.00 / Month	<b>BULLETIN ID:</b>	10122010_2

### POSITION DESCRIPTION

The Executive Vice President over the statewide claims field operations is an active contributor to the State Fund leadership team, responsible for directing statewide claims field operations. Claims field operations success will be accomplished through the development of clear program goals, monitoring performance and ensuring each program's accountability and effective evaluation. Statewide issues and trends will be identified and shared with Corporate Claims management and the State Fund leadership team in order to collaborate in the development of enterprise wide strategic decisions. The Executive Vice President will coordinate the presentation of claims field operations initiatives and results to the Board of Directors.

Responsibilities include, but are not limited to: program and financial management, leadership and change management, human resource management, corporate culture/community development, and special projects, committees and task forces.

This position may be filled in any State Compensation Insurance Fund office in the State of California.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

To be qualified for this position, candidates must possess: (1) Proficient knowledge of workers' compensation laws, regulations, trends, practices and the California Labor Code. (2) In-depth knowledge of the Insurance Code, Department of Insurance Regulations and Workers' Compensation Insurance Rating Bureau Rules relating to California Workers' Compensation Insurance. (3) Proficient knowledge of the organization, mission and statutory environment of the State Fund. (4) Working knowledge of the theory of insurance, theories of management and supervision, trends and issues in the California workers' compensation market, insurance accounting and public reporting requirements, and Equal Employment Opportunity principles. (5) Basic knowledge of workers' compensation sales, underwriting, loss control, broker services, auditing operations and claims operations.

**DESIRABLE CHARACTERISTICS:** Qualified candidates should also have ability and experience in the following areas: (1) Ability as a team member of top management to achieve the State Fund mission and goals. (2) Leadership/management ability, with a history of independent action and initiative in the areas of policy and decision-making. (3) Ability to drive for results and hold accountable subordinate managers in the establishment of production goals and program priorities/controls and evaluation of the results. (4) Experience in preparing and evaluating an annual operating budget. (5) Ability to select, develop, motivate and discipline subordinate managers. (6) Ability to analyze organizational and operational problems and to develop timely and economical solutions. (7) Ability to achieve corporate and program objectives through effective use of available resources. (8) Ability to represent State Fund within and outside the organization, gain support for corporate goals, and promote and encourage a success-oriented, accountable work environment with an emphasis on customer service. (9) Demonstrated history of applying the highest ethical standards in all areas of responsibility. (10) Ability to apply the laws, rules and guidelines of civil service and Equal Opportunity in management and employment.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Executive Vice President of Claims Field Operations**, with the **STATE COMPENSATION INSURANCE FUND**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

**STATEMENT OF QUALIFICATIONS:** To be considered for this position, in addition to the standard state application (STD. 678), each interested applicant is required to submit a Statement of Qualifications by the Final Filing Date for the position. The Statement of Qualifications must include specific information on how the candidate's background, knowledge, skills and abilities meet the position's Minimum Qualifications, Knowledges and Abilities, and Desirable Qualifications, as described on this bulletin. In your written response, please discuss the items in the

order asked, and number the responses to correspond with the appropriate Statement of Qualifications items.

The Statement of Qualifications **MUST** discuss the following critical factors:

- (1) Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments.
- (2) Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
- (3) Describe your knowledge of the principles and practices of public administration, organization, and management. Include in your response experience in developing workers' compensation policies and programs.
- (4) Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.
- (5) Describe your working knowledge of workers' compensation claims management, insurance regulations and programs.
- (6) Describe your experience in the workers' compensation insurance field. Include in your response your knowledge of workers' compensation laws and regulations.
- (7) Describe your experience in fostering and maintaining a work environment that supports Equal Opportunity laws, rules and guidelines and is free of discrimination and harassment.

## **FILING INSTRUCTIONS**

Please do not include CDs, DVDs or other audio-visual materials with the state application or Statement of Qualifications.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS BY THE FINAL FILING DATE WILL BE ELIMINATED FROM THE EXAMINATION.**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than ten pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

STATE COMPENSATION INSURANCE FUND, Human Resources Operations, Testing &  
Certification  
P. O. Box 420807, San Francisco, CA 94142-0807  
Linda S. Cain | (415) 565-1160 | [ls Cain@scif.com](mailto:ls Cain@scif.com)

**ADDITIONAL INFORMATION**

ON-LINE APPLICATIONS may be accessed and submitted only via the State Compensation Insurance Fund internet site, [www.statefundca.com/careers](http://www.statefundca.com/careers), under Current Exams. The STATEMENT OF QUALIFICATIONS must be submitted either in person, by U.S. Postal Service, or by e-mail to [lsain@scif.com](mailto:lsain@scif.com). The application and Statement of Qualifications must include the position title, Executive Vice President of Claims Field Operations.

Exam I.D. (for H.R. Use only): 30287KP

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COMPENSATION INSURANCE FUND reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>